

□ Mars Scout 2011  
Phase-A Kick-off Meeting

# MEP Program Office

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January 25, 2007

# Introduction

- Implementation of the Mars Exploration Program (**MEP**) is assigned to the MEP Program Office (**MPO**) at JPL
- For Scout missions ...
  - During the Phase-A competition:
    - Proposers should look to the Program Scientist, Program Executive, and CSR Guidelines for instructions and clarifications
    - MPO ensured fast availability of Phase-A funding, and will assist in subsequent funding issues as required
    - MPO will provide firewalled, narrowly-bounded support to the Scout Program Scientist, Program Executive, and Acquisition Manager
  - During Phases B-E:
    - MPO will perform program-management oversight-and-enabling role, per the approved MEP Program Plan (some material summarized herein)
    - However, full responsibility and authority remains with the PI and Project Manager, and their respective institutions

# Agenda

- Phase-A funding and transition to Phase B
- Phases B-E
  - Responsibilities of PI, Project Manager, and Mars Program Manager
  - Scout-centric views of MEP/MPO organization
    - Decision paths
    - Communication paths
  - Role of MPO's Scout Mission Manager
  - Oversight and Insight
- Management Councils
- Summary

# Phase-A Funding Arrangements and transition to Phase B

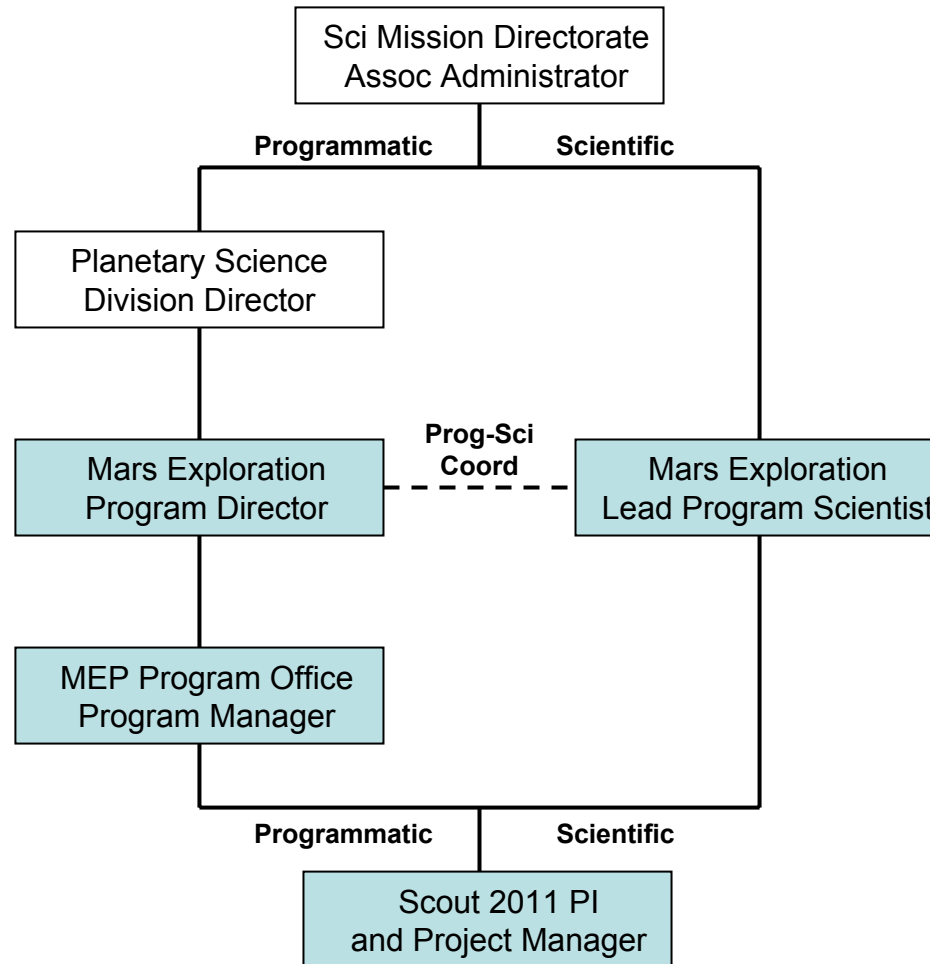
- Phase-A Funding
  - Requirement: convey funding simultaneously to each team within two weeks of the selection announcement, without prior knowledge of selections
  - Status: met requirement on Jan 19, nine business days after selection
    - Note that competitive deliverables will be due directly to HQ, bypassing JPL's MPO
  - Pre-generated NASA WBS with all possible needed slots is available to each team for allocating or bypassing funds to partners at NASA Centers, if applicable
  - MPO is standing by to provide any additional funding assistance that may be required by MEP or the selected teams
- Transition to Phase B
  - Requirement: during Phase A, develop with each team a plan for “bridge-funding” to cover the first three months of Phase B
  - Plan: develop “bridge” plans in July or August (will seek inputs from teams on likely readiness date)
  - Exercise the “bridge” plan only for the mission selected for Phase B
  - During the three-month “bridge”, negotiate funding for Phases B-E, *within approved cap and any other constraints directed by the SMD AA during selection for progression to Phase B*

# Responsibilities for Scout 2011 (Phases B-E)

- PI is responsible to the SMD AA via the MPO & MEP for programmatic success and via the MEP Lead Scientist for scientific success.
  - PI is vested with overall responsibility for scientific integrity and mission success.
  - Project Manager is responsible to the PI for successful development and implementation of the mission.
  - PI's and PM's respective institutions are responsible to the PI and NASA for meeting their commitments and accomplishing a successful mission.
- Mars Program Manager provides oversight for mission formulation, development, launch, mission operations, and data analysis.
  - Ensures that the Scout project adheres to committed cost, schedule, performance, reliability, safety reqts, and E/PO
    - Note that all E/PO is to be coordinated with MPO's E/PO office
  - Works with the PI and PM in accomplishing the mission, particularly in areas of resource allocation and utilization, oversight, reporting, and identification and resolution of project issues.
  - Designates a Scout Mission Manager (SMM) to be the primary day-to-day interface for the Scout PI and PM, and delegates selected Program Manager roles to the SMM.

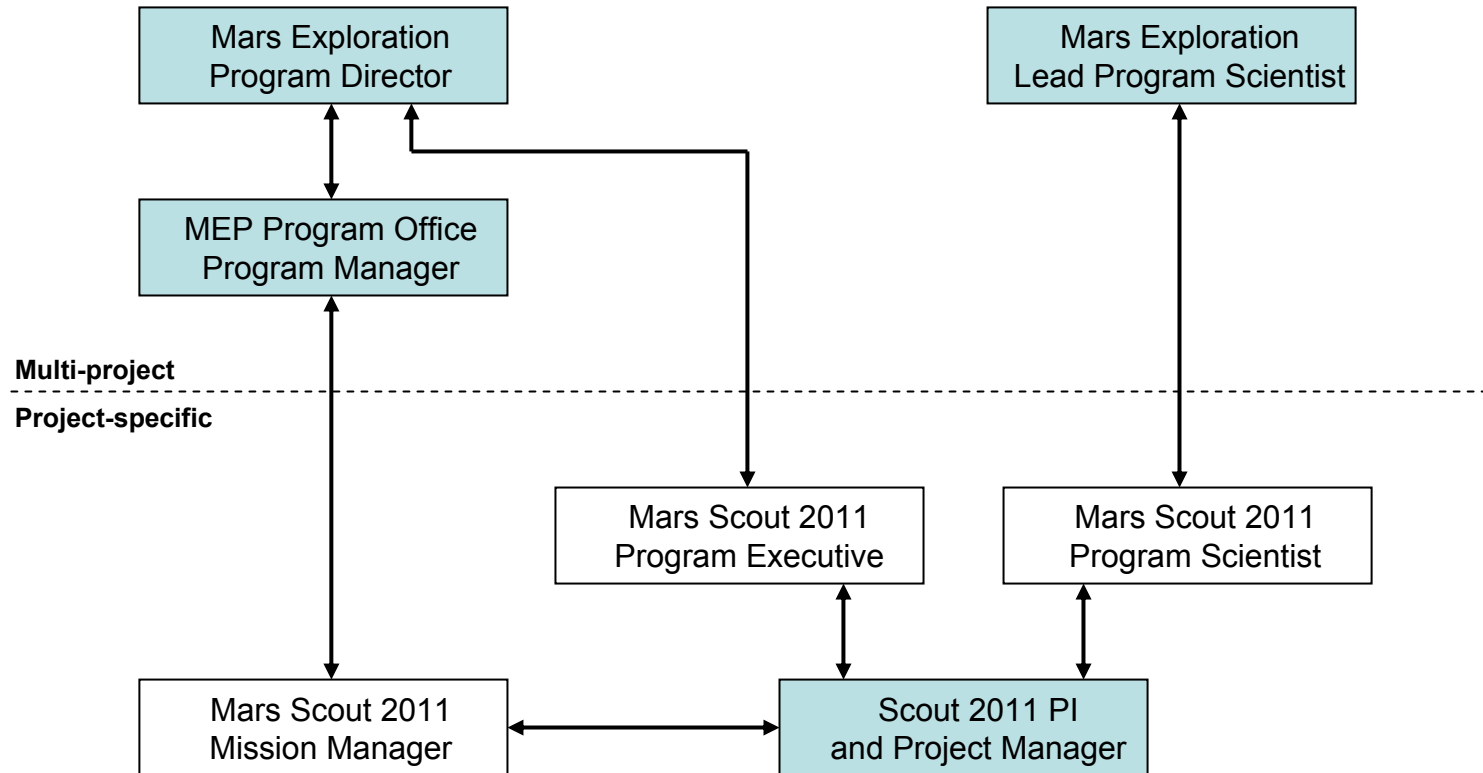
# MEP Organization

## Decision Paths for Scout 2011 (Phases B-E)



# MEP Organization

## Communication Paths for Scout 2011 (Phases B-E)



# Role of Scout 2011 Mission Manager - p1

## (Phases B-E)

- Provide programmatic oversight for the execution of the project and technical insight where appropriate
  - Review project's plans/progress; provide assessments to the Mars Program Manager
    - Review Project Plan and Project Implementation Plan (for Program Manager's approval)
    - Review weekly, monthly, and quarterly reports
    - Monitor project's risk management, and perform independent assessments
    - Review project's performance against established metrics
      - including budget, earned-value, and workforce profiles
    - Assess project's adherence to 7120.5
  - Manage a JPL subcontract with the project's lead institution (if req'd)
  - Arrange and use inter-Center interfaces for oversight and insight (if req'd)
- Support the PI/PM in MEP/MPO processes
  - Ensure timely funding and bypassing (if req'd)
  - Coordinate inputs to program planning and integration (business and technical)
  - Facilitate inter-Center agreements or other mechanisms for provision of government-furnished services, equipment, or facilities (as req'd)
  - Facilitate international or other-agency agreements (if req'd)
  - Maintain awareness of project's interests and issues among MPO's key staff, arranging technical or business support as appropriate



# Role of Scout 2011 Mission Manager - p2

## (Phases B-E)

- As delegated by Mars Program Manager
  - Arrange for independent assessments and/or reviews as required
  - Support HQ for negotiations of international or other-agency agreements (if reqd)
- Maintain communications with Program Executive and Program Scientist regarding the project's progress

# Oversight and Insight

## (Phases B-E)

- Periodic Reporting
  - Weekly Status Reports: electronic transmittal (brief narrative on progress)
  - Monthly Project Status Reviews (PSRs): telecon/videocon (including HQ)
  - Quarterly Project Reviews: at JPL, including HQ participation
- PSRs and Quarterlies include:
  - Technical progress, including technical metrics
  - Cost and schedule status and plans
  - Earned-value metrics
  - Risk management status and plans (in terms of 5x5 matrix)
- Mission Manager will attend key lifecycle reviews at project-designated locations, and will review selected board reports
- Issues identified from periodic reporting, lifecycle reviews, and day-to-day communications will guide MPO's insight activities
  - Project performs/reports risk assessment and manages risk
  - MPO reviews project's assessment, and performs independent assessments
  - Degree of MPO insight will be proportionate to risk, and mindful of budget cap
  - Focus on helping the project where most useful

# Management Councils

- Phase transitions in the project lifecycle must be approved by program management councils (PMCs)
  - The criteria in 7120.5D (draft) indicate that for Scout 2011 the governing PMC would likely be SMD's Directorate PMC
  - However, Congressional requirements for cost-certification (by the Administrator) and cost-reporting (>15% growth) would likely elevate the project to the Agency PMC
- Institutions responsible for projects (or major components of a project) are required to review readiness for phase transitions prior to PMCs
  - In the case of NASA Centers this is accomplished by their respective Center Management Councils (CMCs)
  - Any non-NASA institution implementing a Scout 2011 project is expected to propose a review similar to that accomplished by a CMC
- Scout 2011 schedules must take into account the time required to conduct reviews at phase transitions (details given in 7120.5)
  - One or more CMCs (depending on project architecture and institutional assignments)
  - SMD PMC
  - Agency PMC (if required)

# Summary

- The MPO is essentially uninvolved until after selection, however MPO will (per direction of the Scout 2011 Program Executive):
  - Work with you to ensure that you are funded for Phase A
  - Work with you to develop plan for bridge funding for early Phase B
    - Will exercise that plan only for the mission selected to progress
- After selection, MPO will be ready to work with you toward a successful mission
- We look forward to welcoming a new Scout mission into MEP
- Good luck!